

ADMINISTRATIVE TECHNICIAN

Sacramento, CA

\$43,798–\$54,747 Annual + Opportunity for Performance Bonus

THE POSITION

Our Sacramento Office is recruiting for Administrative Technicians. Under general supervision, the incumbents will perform responsible technical, paraprofessional, and administrative duties in one or more of the following areas: accounting; administration; executive recruitment; production; human resources; or test administration, development, and rental. Duties vary depending on assigned business unit within the organization.

KEY DUTIES

Depending upon assignment, duties may include, but are not limited to:

- Performs various paraprofessional administrative duties, such as; editing documents, building technical reports, filing, handling client/customer questions, operating various office equipment, and making travel arrangements.
- Tracks contracts; monitors project budgets and informs project managers if costs may exceed the contract amount.
- Searches for pertinent requests for proposals; prepares proposals, contracts, and letters of agreement, with consultant or management input and review; formats, proofreads, edits, copies, and mails project proposals, contracts, letters of agreement, and reports.
- Communicates with clients to accomplish business unit objectives, which typically involves answering questions, providing information about the status of projects and services, resolving issues, and writing letters and memos.
- Processes, codes and reviews; timesheets, expense claims, candidate fees/refunds, invoices, and other payments.
- Coordinates the assembly of exams; creates exams using a computerized item bank, based on consultant recommendations or as requested by clients; creates customized instructions for exam proctors; edits, proofreads, and formats exams; categorizes inputs, proofreads, and edits items and statistics in the item bank.
- Processes applicants; notifies candidates of exam schedule and results; establishes eligible lists and computes seniority lists.

QUALIFICATIONS

Education: Associate's degree in a related field. A Bachelor's degree is highly desirable. Candidates with strong experience who lack the degree are encouraged to apply. **Experience:** Three years of increasingly responsible technical or administrative support experience involving customer service, document preparation, and technical report writing using computer applications such as word processing and spreadsheets.

SELECTION PROCESS Qualified candidates must complete the online application form at: www.cps.ca.gov. Faxes and resumes will not be accepted. Qualified applicants will be contacted to participate in a **written examination**. A typing certificate verifying at least **45 WPM** is required before the cut-off date below. Please fax this certificate to (916) 561-8430 Attn: Recruitment Coordinator.

FINAL FILING DATE: **June 30, 2007, midnight PDT.**



THE ORGANIZATION

CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have unique expertise in delivering HR management and consulting services, employment testing, assessment services, and applicant tracking software to government agencies throughout North America. We assist organizations across the talent management continuum in recruiting, selecting, and developing employees.

BENEFITS

Our excellent benefits package includes; health, dental, vision, life, PERS retirement, and many other competitive benefits.

CPS IS AN EQUAL OPPORTUNITY EMPLOYER

To all, regardless of race, color, ancestry, religion, sex, national origin, marital status, age, sexual orientation, mental or physical disability, or perceived disability.



Human Resource Services

241 Lathrop Way Sacramento, CA 95815
800.822.4277 www.cps.ca.gov